



LAMPTON-LOVE, INC.

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Date: February 5, 2021
To: All Branch Managers
From: Gene Maddox *GM*
Safety Director
Subject: Branch Office Monthly Safety Meeting – February 2021

Company policy requires that each branch office hold a minimum of one safety meeting each month with the documentation of the material covered and the attendance being recorded on the “Monthly Safety Meeting Minutes and Attendance Record” (see attached form). **Please detach the Monthly Safety Meeting Minutes and Attendance Record, fill it out and e-mail or fax a copy to Lynn Eldridge.** *Please keep the original for your records.*

NOTE: ONLY the Monthly Safety Meeting Minutes and Attendance Records is to be sent in.

To assist you in complying with this requirement, the following subjects are for your Monthly Safety Meeting, for the month of February 2021. You may add topics, but please document the following topics:

News Briefs!!! (Crane Inspection Checklist)
Safety Meeting: (Vehicle Parking and Security)

It is recommended that you thoroughly read this material prior to your meeting.

It is strongly recommended that you use the 3-ring binder to store the last 12 months of the Safety Meeting Minutes and Attendance Record Form!!! This material should be referred to or used to train new employees from the website. This manual should be kept in an area of the office that is easily accessible to all employees.

Be Smart...Be Safe and Be Courteous!!!



PROPANE
EXCEPTIONAL ENERGY

NEWS BRIEFS!!!

(This monthly “column” will include short newsworthy topics,
which will serve as a friendly reminder to us all)

CRANE INSPECTION CHECK LIST

I have attached a Crane Inspection Checklist that Ronnie and I will be using to inspect the cranes on your service trucks and knuckle booms when we come to do your truck inspections. I ask that you use this list to inspect your cranes or knuckle booms before we get to your location.

See the following page for a copy of the Frequent Crane Inspection Check List`

Frequent Crane Inspection Check List

(Daily to Monthly Intervals)

Date: _____

Time: _____

Serial # of Crane _____

Completed by: _____

Inspected: _____ (signature): _____

Item #	Item Description	Defects Found	
		Yes	No
1	All control mechanisms for maladjustment interfering with proper operation		
2	All control mechanisms for excessive wear of components and contamination by lubricants or other foreign matter		
3	Deterioration or leakage in air or hydraulic systems		
4	Crane hooks with deformations or cracks (hooks with cracks or having more than 15% in excess of normal throat opening or more than 10 degree twist from the plane of the unbent book)		
5	Rope reeving for non-compliance with manufacturer's recommendations		
6	Electrical apparatus for malfunctioning, signs of excessive deterioration, dirt, and moisture accumulation		
7	Deformed, cracked, or corroded members in the crane structure and boom		
8	Loose bolts or rivets		
9	Cracked or worn sheaves and drums		
10	Worn, cracked, or distorted parts such as pins, bearings, shafts, gears, rollers and locking devices		
11	Excessive wear on break and clutch systems parts, linings, pawls and ratchets		
12	Load, boom angle and other indicators over their full range, for any significant inaccuracies		
13	Gasoline, diesel, electric, or other power plants form improper performance or noncompliance with safety requirements		
14	Excessive wear of chain-drive sprockets and excessive chain stretch		
15	Travel steering, braking, and locking devices, for malfunction		
16	Excessively worn or damaged tires		

Describe any defaults found including their item #:

FEBRUARY 2021 SAFETY MEETING

Vehicle Parking and Security

As a propane delivery driver, you must follow NFPA 58 and DOT regulations to ensure the safety and security of your vehicle. The following Safety Talk reinforces these rules, offering guidance on where to park, as well as practices to avoid theft, vandalism, abuse, or other issues.

WHEN PARKING INDOORS AT PUBLIC GARAGES OR BUILDINGS:

Before parking your vehicle in a public garage or other building, ensure that:

- All liquid propane is purged from the cargo tank, piping, pump, meter, hoses, and other equipment.
- All portable propane containers are removed from the vehicle.
- The vapor pressure in the piping, pump, meter, delivery hose, and related equipment is reduced to approximately zero.
- All valves are closed, and the delivery hose or valve outlets are plugged or capped.

WHEN PARKING INDOORS AT NON-PUBLIC BUILDINGS:

Before parking indoors at a non-public building – including a bulk plant – ensure that:

- The building is constructed in accordance with NFPA 58.
- The premises are under the control of the operator (owner) of the vehicle.
- Floor-level ventilation is provided in all parts of the building where vehicles are parked.
- Primary shutoff valves on the cargo tank and other containers are closed, and the delivery hose outlets are plugged or capped (except the engine fuel container).
- Propane containers have been gauged or weighed, no propane container will be located near a heat or ignition source, and no leaks are present.

WHEN PARKING OUTDOORS:

If your vehicle will be left unattended, such as while delivering propane, make sure that:

- It is not parked in congested areas.
- It is parked on a street adjacent to the service location and is transporting containers or cargo of 3,500 gallons water capacity or less. Stay at least 50 feet away from high-population building such as churches, schools, apartment buildings, or hospitals.
- It is not parked on or within five feet of the traveled portion of a public street or highway except for brief periods when the operation requires the vehicle to be parked and it is not practical to park the vehicle in any other place.

SECURITY ISSUES:

Every propane company is required to have its own detailed security plan to prevent theft, vandalism, product leaks, or fire. You can reduce potential hazards by:

- Staying with your vehicle at all times, except when performing job-related duties.
- Keeping a 100-foot, unobstructed view of your vehicle while making deliveries.
- Following your company's security and hazmat protocols, attending required security training, and understanding how to recognize and mitigate any security risks.

**FEBRUARY 2021
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD**

Company Name:_____

City:_____ **State:**_____

Date:_____ **Time Started:**_____ **Time Finished:**_____

Instructed By:_____ **Number Attending:**_____

Subject Covered and Comments:

Briefs: Frequent Crane Inspection Check List _____

Safety Meeting: Vehicle Parking and Security _____

Employee Name (Please print)	Employee Signature	License Expires *	Endorsements**	DOT Physical Expires***
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

**List driver's license expiration date in this column.*

***Check licenses for proper endorsements and re-testing (For example: "HazMat") List endorsements in this column.*

****List DOT physical expiration date in this column.*

By my signature below, I hereby certify that the employees listed above have been trained in accordance with the applicable regulation and curriculum for this monthly safety meeting.

Instructor's Signature:_____

Date:_____

E-Mail or fax this sheet only to: Lampton-Love, Inc.

Gene Maddox/Lynn Eldridge

P. O. Box 1607, Jackson, MS 39215-1507 Fax #:601-933-3417